

MESSAGE THERAPY SPECIALIZED SUPPORT: SSM

SERVICE REQUIREMENTS AND EXPECTATIONS

Below is a description of the basic service requirements and expectations Offerors must meet if awarded a contract.

A. BACKGROUND

DHS/DSPD provides services for clients with mental retardation or related conditions to assist them in living within the community. DHS/DSPD seeks to provide these clients with massage therapy services.

B. GENERAL DESCRIPTION OF SERVICE

DHS/DSPD shall refer eligible clients to the Contractor for massage therapy services in order to provide services and treatments that cannot be achieved through other Medicaid State Plan or Medicaid Waiver services. Referrals shall be in writing and include the client's contact information and the authorized time frame for services as specified in the client's Individual Service Plan.

C. DESCRIPTION OF THE POPULATION TO BE SERVED

Clients with mental retardation and related conditions in accordance with DHS/DSPD eligibility requirements outlined in Administrative Rule R539-1.

D. CONTRACTOR'S QUALIFICATIONS

Contractor must be age 18 or older and possess a current business license issued by the Utah Division of Occupational and Professional Licensing. Contractor must also be a professionally licensed massage therapist as outlined in the Massage Therapy Practice Act, UAC 58-47b. Contractor must be an approved Medicaid provider prior to executing a contract with DHS/DSPD. Experience in working with people with disabilities is preferred, but not required to offer these services.

E. GENERAL REQUIREMENTS

1. Upon recommendation from medical personnel (physician, nurse, physician assistant or other appropriate medical personnel), DHS/DSPD shall forward a written referral to the Contractor. The referral shall include the client's contact information, rationale for the needed service, and the authorized time frame as indicated in the Individual Service Plan.
2. Contractor shall provide the client with massage therapy services as defined in the Division of Occupational and Professional Licensing Act 58-1; Administrative Rule of the Division of Occupational and Professional Licensing, R156-1; Massage Therapy Practice Act, 58-47b; and Administrative Rule of the Massage Therapy Practice Act, R156-47b. The Contractor shall comply with the Division of Occupational and Professional Licensing, as well as any other state and local laws governing this service.
3. Contractor must meet treatment requirements according to R156-47b.

F. STAFFING REQUIREMENTS

Contractor staff must be age 18 or older and a professionally licensed massage therapist as outlined in the Massage Therapy Practice Act, UAC 58-47b.

G. REQUIRED STAFF-TO-CLIENT RATIOS

Staff-to-client ratios for massage therapy services shall be one to one.

H. SPECIAL RECORD KEEPING REQUIREMENTS

The Contractor shall maintain individual client records for each client served. Contractor shall maintain records on the following:

1. A referral from DHS/DSPD Region Office for each client service.
2. Summary of monthly service.
3. Number of hours worked each billing period, 520 Billing form.

I. CONTRACT PAYMENTS

The following is the DHS/DSPD approved service code rate schedule. Third-party reimbursements will not be considered.

Description of Services	Service Code	Unit	Rate	Limitations
Massage Therapy	SSM	Session	\$53.47	

Supporting documentation must be submitted with all billings. Supporting documentation includes the following:

1. The name of the client who received the service(s).
2. The specific reimbursable service.
3. The date the service was rendered.
4. Written summary of the monthly service.

The monthly service billing shall be paid using the 520 Billing Form, and will list the individual receiving service, units of service provided, and the total amount billed for each service. Contractor shall forward the form to the referring Regional Office for approval. If work is performed in multiple Regions, separate forms must be sent to each referring Regional Office. Payments will be made only for units of service authorized by the Region/Division. All Region Offices may access the service of this contract.